

Office Memorandum • UNITED STATES GOVERNMENT

TO : Administrative Officer I & S

FROM : Chief, Interrogation Research Branch (Unit P)

SUBJECT: Increase T/O

DATE: 9 July 1951

In order to adequately maintain the operations of this branch based on future commitments the following re-organization for changes in the T/O are requested at the earliest possible time.

Permission is requested to organize the branch into two major divisions. A overt semi-covert section and a covert section. The overt semi-covert cases will be run in Building 13 and it is contemplated to run 900 polygraph rooms on a full time basis which will enable us to schedule nine hundred interviews a month. In order to staff this office in Building 13 the following positions are requested in addition to the Branch Chief (GS-13):

Security Research Specialist	GS - 12	1 position
Security Research Specialist	GS - 11	9 positions
Security Technical Officer	GS - 9	1 position
Administrative Assistant	GS - 5	1 position
Clerk- Stenographers	GS - 4	4 positions
Clerk- Stenographer	GS - 3	1 position
Messenger (courier)	GS-33	1 position

In order to staff the covert section which will operate off the premises, a covert office at other sites, the following positions are requested:

Security Research Specialist	GS - 12	1 position
Security Research Specialist	GS - 11	1 position
Clerk- Stenographer	GS - 4	1 position

It is difficult to project or estimate the number of covert interviews to be scheduled in the future. However, it is indicated that covert cases will be greatly increased and it is felt that those proposed positions will take care of any future load. It will be possible with this covert office setup to completely segregate covert files from overt files and only persons dealing with covert cases will have access to or knowledge of such files. It will be possible with this setup to schedule one hundred and sixty covert interviews a month depending upon the location of the interview.

Based on the present T/O the above request entails the over-all increase of two GS-11 Security Research Specialist: One GS-4 Clerk Stenographer: One GS-3 Messenger.

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